

# BUYER I

**GRADE: 17**

**FLSA: EXEMPT**

## **CHARACTERISTICS OF CLASS:**

The Buyer I performs intermediate paraprofessional and difficult administrative work involved with purchasing activities for the City. The incumbent directly assists the Contract Officer and user departments supplying and seeking information on matters related to the procurement of goods and services, specifically those valued up to \$15,000. The physical demands are limited and the working conditions are good with some stress related to the review of user department's purchasing activities with meaningful impact. The Buyer I may manage, advise and offer direction to other divisions and departments relative to purchasing activities.

## **EXPECTATIONS OF ALL CITY EMPLOYEES:**

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## **EXAMPLES OF DUTIES:**

- Provides information and guidance city-wide to personnel involved in the purchase of goods and services under \$15,000.
- Schedules and provides training city-wide on purchasing procedures and policies.
- Researches and supplies information to user departments on purchasing policies, practices and procedures.
- Screens incoming requisition forms for completeness and accuracy in compliance with purchasing policy.

- Assigns vendor codes and inputs purchase orders, price agreements, and other relevant data as necessary into the automated financial system.
- Maintains working relationship with user departments on matters relating to substitutions, equivalents, delivery schedules and vendor problems.
- Assists in the development of Request for Quotations (RFQ's).
- Receives and evaluates RFQ's for compliance with requirements. Reviews, revises and approves RFQ's prepared by the user departments.
- Identifies and prepares solicitations for the purchase of goods and services under \$15,000.
- Develops lists of potential bidders through internet web site searches, vendor applications, contacts in the industry, the Thomas Register and other resource books.
- Prepares award letters, contracts and purchasing requisition.
- Assists with the coordination and administration of the Purchasing Card Program.
- Performs duties related to contract management.
- Maintains contracts, and the Master Contract Log, to assure all information is current.
- Secures and reviews new contracts to determine feasibility for use by the City.
- Prepares award letters, contract documents, purchase requisitions and mayor and council agenda sheets.
- Provides bid/award information and master contract log changes to web administrators on City and County websites.
- Searches internet web sites of state, county and municipal governments to obtain and review bids to determine feasibility for use by the City.
- Identifies potential contracts, bid by other local governments that can be used by the city.
- Conducts periodic reviews of user department's purchases to determine if purchases are in accordance with procurement procedures and requirements.
- Identifies and implements procurement methods to ensure future purchases are in accordance with procurement procedures.
- Manages, advises and offers direction to other divisions and departments relative to purchasing activities.
- Develops invitations for bids and requests for proposals for purchases over \$15,000.
- Researches and develops bid specifications utilizing web sites, existing specifications, and other specifications from other jurisdictions.
- Performs selection of potential bidders using internet, vendor applications, contacts in the industry, the Thomas Register, yellow pages and other resource books.
- Reviews, evaluates and awards bids.
- Performs various administrative duties as necessary.
- Performs other duties as required.

### **QUALIFICATIONS:**

### **Required Training and Experience:**

Any combination of training and experience substantially equivalent to a Bachelor's Degree from an accredited college or university with major course work in business, purchasing or related field and three years of progressively responsible experience in purchasing or a purchasing related field. Possession of an appropriate driver's license valid in the State of Maryland. Must possess certification as a Professional Public Buyer or be able to obtain certification within a reasonable time as determined by the City.

### **Preferred Knowledge, Skills and Abilities:**

- Knowledge of modern office procedures and practices.
- Considerable knowledge of Business English, spelling, arithmetic, punctuation, filing, and grammar, and possession of a good vocabulary.
- Working knowledge of governmental purchasing procedures.
- Basic knowledge of the functions, general procedures and requirements of a governmental jurisdiction.
- Skill in the use of word processing and data processing equipment.
- Ability to make decisions in accordance with rules, regulations, and department policies and procedures, as well as the ability to use resourcefulness in meeting new situations.
- Ability to carry out with limited supervision continuing assignments requiring the presentation of material and the maintenance of records.
- Ability to deal with the public and other employees courteously and tactfully and to convey concise and accurate explanations of policies, procedures, and requirements.
- NOTE: (Employees who have completed their initial probationary period and who have received the required certification will move to the Buyer II position in the pay period immediately following receipt of proof of certification by the Personnel Department.)